

MADISON COUNTY JOB DESCRIPTION

CLASS TITLE: Airport Manager
(Ennis-Big Sky and Twin Bridges Airports)

CODE

JOB STATUS: Part Time (Approximately 8 - 10 hours per week)

SALARY RANGE: Maximum of \$18.97 per hour (New employees may be on a step increase schedule). An additional \$40.00 per Call Out will be paid for after duty hours to provide Jet-A fuel services at the Ennis Big Sky Airport.

DUTY HOURS: 8:00 A.M. to 5:00 P.M.

JOB SUMMARY: Under the direct supervision of the County Commissioners and advisement from the County Airport Board, manages, coordinates, oversees, plans and conducts activities related to the safe and efficient operation of the Airport. Performs routine service and maintenance activities of Airport facilities, systems, and equipment. Assures compliance with Federal, State, and County regulations.

DUTIES AND RESPONSIBILITIES:

- ✧ Conducts routine safety, security, and operational inspections of Airport grounds, fences, facilities, signage, navigational aids and fuel systems; notes safety hazards and other problems; initiates corrective maintenance and repair action and follow up as appropriate.
- ✧ Enforces airport rules, regulations, and tenant lease agreements, to assure compliance with County, State, and Federal laws and statutes related to airport operations; communicates with County agencies to resolve issues and coordinate activities.
- ✧ Communicates with County Commissioners, Airport Board, County agencies, airport tenants, County contracted engineering firm, or other County contracted agencies regarding airport maintenance, operations, safety, security, utilities, ordinances, future development and public relations.
- ✧ Formulates procedures to be used in the event of aircraft accidents, fires, or other emergencies. Ensures fire suppression systems are fully operational.
- ✧ Keeps runway, taxiway, and ramp area clear of debris or obstructions which may affect the safety of aircraft operations; sweeps or plows areas with County owned sweeper and snow plow equipment and/or coordinates with County for assistance; keeps drainage culverts clear of debris.
- ✧ Keeps all signage, runway and taxiway lighting, and navigational aides clear of debris, weeds, grass, snow, etc. for clear visual observation.
- ✧ Develops a mowing and weed spraying plan for management of grass/weeds within the FAA designated safety areas of the runways and taxiways; coordinates with the County commissioners to either have the County mow/spray or contract with a private entity to complete the tasks.
NOTE: Mowing/spraying outside of the FAA designated safety areas would be dependent on growth rate and fire hazard potential.
- ✧ Conducts a rodent eradication program using County authorized procedures, methods and pesticides.
- ✧ Performs routine grounds keeping activities to include mowing, edging, weeding and watering around the pilot lounge, restroom, maintenance building and fuel farm area to present a neat and manicured appearance.
- ✧ Performs routine cleaning and stocking of amenities in the pilot lounge and restroom.
- ✧ For County provided fuel services, maintains the fuel farm in good working order; conducts routine maintenance on fuel dispensing system, credit card system, filters, and Jet A fuel truck; monitors quality and condition of fuels and injects additives when required; monitors and keeps records of fuel flowage; orders fuel when appropriate; calculates each month, using County approved procedures, the price per gallon to be charged for Jet-A and 100LL fuel and updates signage and advertising appropriately; submits monthly fuel flowage report to Commissioners; provides Jet-A fuel services with 24-hour prior notice during duty hours. NOTE: If called out after duty hours, a \$50.00 fee will be added to the customer's fuel bill.
- ✧ Issues NOTAMs for airport hazards or other operational safety issues; provides airport information to be published in numerous flight planning manuals.
- ✧ Participates in discussions on future airport development, capital improvement programs, and airport master plan updates.

- ✎ Assists prospective tenants in locating new facilities in accordance with the airport master plan, providing them a copy of the County aviation lease agreement, copy of construction guidelines, and copy of the airport rules and regulations; acts as liaison between tenants and County when exercising the lease agreement.
- ✎ Attends monthly Airport Board meetings and reports on status of airport systems and operations, and progress on current projects; reports on fuel flowage and price per gallon of Jet-A and 100LL fuel (for Ennis-Big Sky); makes requests for assistance in solving issues; recommends areas in need of improvement or major maintenance; suggests ideas for improved airport operations and services; reports on number of hours worked. If unable to attend a meeting, submits a written report on the above to be reviewed at the monthly meeting.
- ✎ Monitors construction projects; acts as a liaison during airport construction or improvements with engineers, contractors, state and federal regulators, and other personnel involved in the project.
- ✎ Assists County Commissioners and Airport Board in developing the annual airport budget.
- ✎ Maintains good relations with airport tenants, visitors, contractors, the public, county employees and Airport Board members.
- ✎ Positively promotes the airport and its benefits to the surrounding communities.
- ✎ Performs other duties as assigned by the County commissioners

BUDGET AUTHORITY: Only the County Commissioners have the authority to approve funds for airport expenses. **Exception:** The Airport Manager is authorized to spend up to \$500 per month on only necessary items such as, toilet paper, office supplies, cleaning supplies, paint, small repair parts, etc., required for daily operations and maintenance. Any expenses required above the \$500 per month limit must be presented to the Airport Board for review. Upon its review, the Airport Board may forward the request to the County Commissioners with a recommendation for approval or disapproval or the Board may return the request to the Airport Manager for further review and study. Upon receiving the request from the Airport Board, the County Commissioners must decide whether to approve or deny the request for funding and final dispersal of funds. Only after receiving written approval of the funding request from the Commissioners, can the Airport Manager proceed with the requested purchase or expenditure of funds.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge of:

- ✎ Basic knowledge of aviation principles and radio/navigation systems
- ✎ General airport operations and applicable Federal, State, and County regulations
- ✎ Airport systems including pavements, electrical systems, aviation fuel systems, light and heavy equipment, computerized equipment, lighting, communication systems, and all on premises aviation navigation systems.
- ✎ Maintenance procedures on above systems.
- ✎ Basic knowledge of building maintenance or repair and general landscaping and grounds maintenance.
- ✎ Safe operating procedures required around aircraft and on airports.

Ability to:

- ✎ Secure appropriate licenses and training to safely operate machinery and equipment required to perform the above duties and responsibilities
- ✎ Communicate effectively verbally and in writing
- ✎ Prepare and present accurate and reliable reports
- ✎ Understand and follow policies, procedures, and instructions
- ✎ See the need and take swift action on areas requiring improvement or repair
- ✎ Research and report on estimated project costs and expenditures
- ✎ Coordinate functions to achieve time-sensitive deadlines
- ✎ Maintain effective working relationships with airport tenants, contractors, County Commissioners, Airport Board, County employees, the FAA, State agencies, the general public, and numerous other entities
- ✎ Promote the potential of the airport to prospective tenants and other interested parties.

NOTE: Job descriptions are not intended, and should not be construed, to be exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with a job. They are intended to be accurate reflections of those principal job elements for making fair pay and performance decisions about jobs.